

Application for a Career and Technical License

Revised 8/05

1. Complete the first four sections of this form, and have your administrator complete the last section.
2. A complete application must include the completed application, official transcripts (if any), fingerprint packet, and fees.
3. Fees include the \$85 application fee and the \$52 background check fee (a single check or money order for \$137 is acceptable).
4. Send all materials and check or money order (made payable to Board of Educational Examiners) to:
State of Iowa, Board of Educational Examiners/ Licensure, Grimes State Office Building, Des Moines, Iowa 50319-0146.
5. Please allow 6 to 8 weeks to process.

Applicant's Folder # (If already assigned)	Social Security #	Date of Birth	Month	Year
<input type="checkbox"/> Male Last Name <input type="checkbox"/>	First Name	Middle Name	Maiden Name	
Street and number	City	State	Zip Code	
Home Phone () - -	Work Phone () - -	Email Address _____		

A minimum of 6000 hours of recent, hands-on, professional experience in the specific area in which this license is sought is required for the issuance of this license. Please describe at least 6000 hours of work experience relevant to the teaching endorsement for which you are applying.

Name and Address of Employer	Dates of Employment	Hours/ Week	Total Hours	Describe Position and Nature of Work
Employer: Address:	From: To:			
Employer: Address:	From: To:			
Employer: Address:	From: To:			
Employer: Address:	From: To:			

Have you ever held an Iowa teaching license? ____Yes ____No

Please check the type of license for which you are applying.

____Provisional Secondary Career and Technical Teaching License (Experience has been completed, but course work has not.)

____SecondaryCareer and Technical Teaching License Secondary (All required courses and experience have bee completed)

It is required that ALL of the following course work be completed before or during the term of the Provisional Career and Technical Teaching License. If you have already completed any of this work, please check the course and include transcripts for all courses completed.

____New teacher Workshop (To be completed during or before the first year of teaching)

____Curriculum (course planning and construction)

____Methods of teaching

____Foundations of vocational education

____Evaluation of students and program (Often called Educational Psychology)

____An Iowa approve Human Relations course

Background Information:

For any "Yes" response attach a written explanation on 8 1/2 x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

a. Yes ____ No ____ PR ____ Have you ever been convicted of a felony?

b. Yes ____ No ____ PR ____ Have you ever been convicted of a crime other than parking or speeding violations (report any OWIs)?

c. Yes ____ No ____ PR ____ Have you ever had a founded report of child abuse made against you?

d. Yes ____ No ____ PR ____ Have you ever had an educational license revoked or suspended?

Statement of Fraud: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

TO BE COMPLETED BY ADMINISTRATOR IN THE HIRING SCHOOL DISTRICT (type or print)

The _____ school system requests that _____
(name of applicant)

be issued a Provisional Career and Technical Teaching License to serve as _____

(List position and grade level.)

I verify that the applicant will instruct only in that specific career and technical program in which he/she is endorsed and that the applicant will instruct only those students who are enrolled in that specific program.

This request is for period beginning with the following school year- 2____ - 2____

(Administrator's Signature)

(Print or type administrator's name)

(date)

(Applicant's Signature)

(date)